

Mono County Local Transportation Commission

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800 phone, 924-1801 fax
monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420 phone, 932-5431 fax

PUBLIC MEETING

**Monday, September 10, 2007, 9:00 a.m.
Town / County Conference Room
Mammoth Lakes, CA**

* Agenda items may not be taken in order

- 1. PUBLIC COMMENT**
- 2. APPROVAL OF MINUTES – August 13, 2007**
- 3. TRAILS**
 - a. Presentation by John Wentworth, Mammoth Lakes Trails-Public Access (MLTPA)
- 4. TRANSIT**
 - a. Eastern Sierra Transit Authority (ESTA) update
 - b. Mountain Express Service Reductions
 - i. Consider a reduction of service for the Mountain Express Transit Route (Lee Vining/June Lake/Mammoth Lakes), including elimination of the mid-day and weekend routes;
 - ii. Consider other service options in the Mammoth vicinity, including mid-day service from Tom's Place to Mammoth Lakes; and
 - iii. Provide direction to staff concerning route adjustments.
 - c. Yosemite Area Regional Transportation System (YARTS) update
- 5. ADMINISTRATION**
 - a. Discuss alternate commission member concept, including members at large
 - b. Adapt Resolution authorizing the Executive Director to file and execute allocations concerning the FTA Section 5311 Bus Shelter Grant
- 5. CALTRANS**
 - a. Update on activities in Mono County
 - b. Report on Coleville Post Office improvements
 - c. Mono Basin Gaz Ex Status Report
- 6. STATE / REGIONAL TRANSPORTATION IMPROVEMENT PROGRAMS**
 - a. 2008 RTIP Schedule
- 7. INFORMATIONAL ITEMS**
 - a. Triennial Performance Audit
 - b. Safe Route to Schools
- 8. SCHEDULE NEXT MEETING - October 15, 2007**
- 9. ADJOURN**

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

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Monday, August 13, 2007, 9:00 a.m.
Town / County Conference Room
Mammoth Lakes, CA

ATTENDANCE

Commissioners Present

Hap Hazard, Chair
Kirk Stapp, Vice Chair
Neil McCarroll, Councilman
Bill Reid, Supervisor
Wendy Sugimura, Councilman
Tom Farnetti, Supervisor

Caltrans

Ryan Dermody
Tom Meyers
Cedrick Zemitis

Staff Present

Scott Burns, Director
Gerry LeFrancois, Planner Mono County
Gwen Plummer, Planner Mono County
Kelly Garcia, Assistant Director P/W
Bill Manning, Director Transportation Town of ML
Peter Bernasconi, Sr. Engineer Town of ML
Jennifer Hansen, Secretary

Others

Monicka Watterson, ESTA
Tim Hansen, Mono Basin RPAC
Mark Magit, County Counsel
Marianne O'Connor, Citizen

Agenda items may not have been taken in order.

The meeting was called to order by Chair Hazard at 9:04 a.m. Commissioner Stapp led the pledge of allegiance.

- 1. PUBLIC COMMENT**
No public comments.

- 2. APPROVAL OF MINUTES: June 11, 2007**

Commissioner Stapp motioned to approve the June minutes. Seconded by Commissioner McCarroll. Abstained by Commissioner Farnetti. Passed 5/1. Those in favor: Hazard, McCarroll, Reid, Stapp and Sugimura.

3. TRANSIT

a. Eastern Sierra Transit Authority (ESTA) budget and allocation request
The ESTA Board has been working with a consultant to set up the administration foundation and help allocate costs. The transition from Inyo Mono Transit was smooth. Ms. Watterson presented ESTA's budget and allocation request. She stated that they will come back mid-budget with another revised allocation request as their foundation builds.

A motion was passed to allow LTC staff to adjust the difference in funds for ESTA (the allocation has already been accepted).

b. Eastern Sierra Transit Authority (ESTA) update

Ms. Watterson reported that they have an additional day for the Benton to Bishop route. The route was two days a week and is now running three days per week. Ms. Watterson also reported that they have suspended the Benton Dial-A-Ride service. This service generally was used for the senior citizens going to the congregate center. The service is available if needed.

Commissioner Reid inquired about the Walker Dial-A-Ride. It is still used to transport riders to medical facilities if needed. This service runs from 8:00am to 4:00pm – Monday thru Friday by reservation. It travels from Bridgeport to Carson City. The IMAAA medical escort is still utilized as well. This service is used for travel to longer distances for someone that needs more personal attention (refined escort). Walker Dial-A-Ride and IMAAA are separate entities even though their services are similar.

Chair Hazard inquired about bike racks on the buses in the Benton/Tri-Valley area. Ms. Watterson reported that most of the buses have bike racks. There is equipment to store bikes on the inside of the buses as well as long as no one is using this equipment to store a wheel chair. She also reported that all new buses have bike racks installed.

c. Transit Shelter Grant

Ms. Plummer reported that a grant was awarded for \$83,520.00 for 12 bus shelters. The commission asked if there was a list of tentative locations for these 12 shelters. Ms. Plummer distributed a tentative list.

d. Review of ridership data – Mountain Express

Ms. Watterson reported that the ridership has not increased with this service and it is continuing to struggle. With the ridership numbers down, the service is not meeting the expenditure of funds. This service has three roundtrips per day. The mid-day run from June Lake is the least utilized. It was recommended to reduce this mid-day service. Ms. Watterson feels that the service should not be suspended as it will be hard to bring back in the future. It is the decision of the commission as it is a lot of money to be spending on low ridership numbers.

Commissioner McCarroll stated that this is an excellent service and opportunity to get people out of their cars. This was a tough year for the June Lake area with the early closure of June Mountain. Commissioner McCarroll also suggested that more publicity be given to this route. He suggested utilizing Mono County Tourism and the Mammoth Lakes Parks and Recreation through Stu's News.

Chairman Hazard brought up the possibility of shifting the mid-day route to provide service from Tom's Place/Crowley to Mammoth. Chairman Hazard would like Ms. Watterson to bring the ridership numbers of the mid-day June Lake route to the next meeting to see if it would work to build a schedule and shift

this route. The commission will also be considering eliminating the weekend routes.

e. Yosemite Area Regional Transportation System (YARTS) update
Mr. Burns reported that visitation numbers are up throughout the park and ridership numbers are up.

4. ADMINISTRATION

a. Consider initiating process to establish alternate commission members
Commissioner Farnetti requested that a process be established to have alternate commission members available in the event that a regular commissioner cannot be present at a meeting.

The bylaws do not require alternate members to be currently active on the Town Council, Board of Supervisors, or be an elected official. Each council will discuss how they will appoint their alternates and bring their decisions back to the LTC.

5. CALTRANS

a. Update on activities in Mono County

Mr. Dermody reported on the grand opening of the North Mohave Project. He stated that the grand opening should take place the first of September.

Mr. Meyers reported on the Safe Routes to School Programs. He reported on the federal programs SRTS and SR2S. The SRTS program is receiving \$50M for the second two years of the five year project. This program is limited to \$1M per project. The SR2S program is receiving \$52M and their project will start in September. This program is for rural counties and communities, is limited to \$500,000 per project, and requires an environmental review before a project can be started. These funds for both programs are for construction use only.

Chairman Hazard asked if these monies only apply to public schools or can they be used for private schools. Mr. Meyers stated that the funding is for a safe route to school and it does not differentiate between public or private schools. The claimant for the funds needs to be a city of a county acting on behalf of the school.

Mr. Dermody stated that he will provide an update at the next LTC meeting regarding the Post Office improvements in Coleville.

6. STATE / REGIONAL TRANSPORTATION IMPROVEMENT PROGRAMS

a. Quarterly update on state projects in Mono County

Mr. Tom Myers and Mr. Cedrik Zemitis provided a handout and explained current as well as upcoming state projects in Mono County.

b. Quarterly update on projects in Town of Mammoth Lakes

Mr. Bernasconi provided a handout and explained current as well as upcoming projects in the Town of Mammoth Lakes.

c. Quarterly update on projects in Mono County

Ms. Garcia updated the Commission on the status of each project in Mono County.

7. COMMUNITY TRANSPORTATION ISSUES

a. Request for special transit service for the Mammoth Local's Reunion

Marianne O'Connor, Event Coordinator, presented a request to the LTC to use the Special Transit Fund to pay for a bus to transport participants from the Mammoth High School parking lot to Shady Rest Park. The service would be needed from 10:30am to 10:30pm. Ms. Watterson of ESTA stated that this fund can be utilized but somehow the 10% fare box requirement will need to be paid or subsidized. Commissioner Stapp motioned to support the special transit with

the Town subsidizing the 10% fare box fee of around \$107.00. Commissioner Farnetti seconded the motion. All in favor 6-0.

b. Mono Basin RPAC Resolution of Appreciation
Representing Chris Lizza and the Mono Basin RPAC, Tim Hansen read into record the Resolution of the Mono Basin RPAC showing their gratitude and appreciation for the work that went into placing the portable radar devices on at the north and south approaches of Lee Vining.

8. INFORMATIONAL ITEMS

- a. California Regional Progress Report
- b. Distribution of annual audit and performance audit

9. SCHEDULE NEXT MEETING – September 10, 2007

10. ADJOURN

The meeting was adjourned at 11:04 by Chair Hazard.

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STAFF REPORT

September 10, 2007

TO: Mono County Local Transportation Commission

FROM: Scott Burns

SUBJECT: MOUNTAIN EXPRESS SERVICE REDUCTION

RECOMMENDATIONS:

1. Consider a reduction of service for the Mountain Express Transit Route (Lee Vining/ June Lake/Mammoth Lakes), including elimination of the mid-day and weekend runs;
2. Consider other service options in the Mammoth vicinity, including mid-day service from Tom's Place to Mammoth Lakes; and
3. Provide direction to staff concerning route adjustments.

FISCAL IMPLICATIONS:

Local Transportation Funds (LTF) apportioned and allocated to ESTA for FY 2006/2007 included \$47,525 for operating the Mountain Express Route. This figure represents shared funding from Mono County and Town of Mammoth Lakes LTF.

DISCUSSION;

As a follow-up to Commission discussion in August, Eastern Sierra Transit Authority (ESTA) has provided the attached Mountain Express rider-ship data for the past two months. As the data indicates, the Mountain Express service continues to struggle, with an August drop off of rider-ship on the midday run and low use on the weekends. The ESTA information estimates round trip costs at \$87 for the Mountain Express and \$50 for a Tom's Place-to-Mammoth Lakes run. ESTA staff will be available to provide additional information at Monday's meeting.

ATTACHMENT

Mountain Express Rider-ship Data

MOUNTAIN EXPRESS RIDERSHIP

July:

<u>Day of Week</u>	<u>Morning Run</u>	<u>Midday Run</u>	<u>Evening Run</u>
1-Jul	0	na	0
2-Jul	1	1	2
3-Jul	0	0	0
4-Jul	na	na	na
5-Jul	1	2	0
6-Jul	1	1	2
7-Jul	0	na	0
8-Jul	1	na	0
9-Jul	0	1	0
10-Jul	1	2	2
11-Jul	0	3	0
12-Jul	0	2	1
13-Jul	1	0	0
14-Jul	0	NA	0
15-Jul	0	NA	1
16-Jul	0	3	1
17-Jul	0	9	0
18-Jul	1	0	1
19-Jul	1	1	2
20-Jul	0	1	1
21-Jul	1	na	2
22-Jul	2	na	2
23-Jul	1	1	1
24-Jul	0	0	1
25-Jul	1	2	1
26-Jul	0	0	0
27-Jul	0	3	2
28-Jul	0	NA	0
29-Jul	0	NA	1
30-Jul	1	1	3
31-Jul	0	1	1
	14	34	27

Weekends

MOUNTAIN EXPRESS RIDERSHIP

August

<u>Day of Week</u>	<u>Morning Run</u>	<u>Midday Run</u>	<u>Evening Run</u>
1-Aug	0	0	1
2-Aug	0	0	0
3-Aug	0	1	0
4-Aug	0	na	0
5-Aug	0	na	0
6-Aug	1	0	1
7-Aug	0	1	2
8-Aug	2	1	1
9-Aug	0	0	3
10-Aug	0	0	2
11-Aug	0	na	0
12-Aug	0	na	0
13-Aug	0	1	1
14-Aug	1	0	1
15-Aug	0	0	0
16-Aug	2	0	0
17-Aug	0	0	1
18-Aug	0	na	2
19-Aug	1	na	0
20-Aug	1	0	2
21-Aug	1	2	1
22-Aug	3	1	3
23-Aug	0	0	0
24-Aug	0	0	1
25-Aug	0	na	0
26-Aug	1	na	1
27-Aug	1	1	0
28-Aug	0	2	1
29-Aug	1	1	1
30-Aug	0	4	3
31-Aug	0	1	3
	15	16	31

COST COMPARISON

Mtn Express vs. Tom's Place

Route	Cost **
Mtn Express	\$87.00
Tom's Place *	\$50.00

* Round-trip between Mammoth and Tom's Place

** Cost for one round-trip bus service

**Mono County
Community Development Department**

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STAFF REPORT

DATE: September 10, 2007

TO: Mono County Local Transportation Commission

FROM: Gwen Plummer, Senior Planner

SUBJECT: FTA SECTION 5311 BUS SHELTER GRANT

RECOMMENDATION

Adopt resolution 07- , authorizing the executive director to file and execute applications on behalf of the LTC with the U.S. Department of Transportation to aid in the financing operations or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended.

FISCAL IMPLICATIONS

On July 3, 2007, the Mono County Board of Supervisors authorized application for a Federal Transit Administration (FTA) Section 5311 Non-urbanized grant for FFY 2007 Discretionary Subsidy Funding in the amount of \$83,520 for the purchase of bus shelters for the Mono County transit system. Prior to that meeting, on May 14, 2007, the LTC set aside \$20,888.00 of Local Transportation Funds for the grant match.

DISCUSSION

As reported at the August meeting, grant funding has been approved from the Section 5311 State Discretionary Reserve for 12 bus shelters in the unincorporated area of Mono County. To access and administer these funds, your Commission is required to authorize the executive director to sign documents related to applications and administration of Section 5311 projects. The attached resolution provides the necessary authorization.

ATTACHMENT

Authorizing Resolution

RESOLUTION NO. 07- __

**A RESOLUTION OF THE MONO COUNTY LOCAL TRANSPORTATION COMMISSION
AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE AND EXECUTE APPLICATIONS
ON ITS BEHALF WITH THE U.S. DEPARTMENT OF TRANSPORTATION TO AID IN
THE FINANCING OF OPERATING OR CAPITAL ASSISTANCE PROJECTS PURSUANT
TO SECTION 5311 OF THE FEDERAL TRANSIT ACT OF 1964, AS AMENDED.**

WHEREAS, the U.S. Department of Transportation (Department) is authorized to make grants to states through the Federal Transit Administration to support capital and operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act; and

WHEREAS, the California Department of Transportation, Division of Mass Transportation, has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects; and

WHEREAS, Mono County Local Transportation Commission desires to apply for said financial assistance to permit operation of rural transit service in Mono County; and

WHEREAS, the Mono County Local Transportation Commission has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social services agencies) in the development of its transit service.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Mono County Local Transportation Commission does hereby authorize the executive director to file and execute applications on behalf of the Mono County Local Transportation Commission with the Department to aid in the financing operations or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended. The executive director is also authorized to execute and file all assurances or any other document required by the Department, and is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects. The executive director is also authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project.

PASSED AND ADOPTED by the Mono County Local Transportation Commission at a regular meeting of said Commission held on September 10, 2007, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Hap Hazard, Chairman
Mono County Local Transportation Commission

ATTEST:

Jennifer Hansen, Secretary

Mono County Local Transportation Commission

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LTC Staff Report

TO: MONO COUNTY LOCAL TRANSPORTATION COMMISSSION

DATE: September 10, 2007

FROM: Gerry Le Francois, Senior Planner

SUBJECT: 2008 Regional Transportation Improvement Program (RTIP)

RECOMMENDATIONS:

Information item

FISCAL IMPLICATIONS:

The Regional Transportation Improvement Program (RTIP) funds local and regional transportation projects.

ENVIRONMENTAL COMPLIANCE:

All RTIP projects require environmental compliance as a condition of project planning.

RTP / RTIP CONSISTENCY:

The 2008 RTIP will be consistent with the Regional Transportation Plan.

DISCUSSION:

The 2008 Regional Transportation Improvement Program (RTIP) is upon us! The fund estimate should be available very soon. In normal years, the fund estimate is usually available by August 15. Staff will be working with District 9 and CTC staff to develop the 2008 RTIP. The RTIPs are generally due December 15, 2007, with adoption in April 2008.

ESTIMATED TIMED AGENDA

CALIFORNIA TRANSPORTATION COMMISSION

<http://www.catc.ca.gov>

**September 5, 2007
Sacramento, California**

* "A" denotes an "Action" item; "I" denotes an "Information" item; "B" denotes a Business, Transportation and Housing (BTH) Agency item; "C" denotes a "Commission" item; "D" denotes a "Department" item; and "R" denotes a Regional Agency item.

FREQUENTLY USED TERMS: California Transportation Commission (Commission or CTC), California Department of Transportation (Department or Caltrans), Regional Improvement Program (RIP), Interregional Improvement Program (IIP), State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Traffic Congestion Relief Program (TCRP), Public Transportation Account (PTA), Environmental Phase (PA&ED), Design Phase (PS&E), Right of Way (R/W), Fiscal Year (FY).

Wednesday, September 5, 2007

**10:00 a.m. Department of Water Resources
Auditorium, First Floor
1416 9th Street
Sacramento, California**

10:00 am	<u>GENERAL BUSINESS</u>				
1	Roll Call	1.1	James Ghielmetti	I	C
	<u>POLICY MATTERS</u>				
2	Overview of FY 2007-08 Budget	4.1	Mitchell Weiss Norma Ortega Ross Chittenden	I	D
3	2008 Fund Estimate Workshop	4.2	Mitchell Weiss Norma Ortega	I	D
11:45 am	<u>Financial Allocations for STIP Projects Deferred from July 2007 CTC Meeting</u>				
4	Financial Allocation: three State-administered STIP projects on the State Highway System totaling \$23,083,000. Resolution FP-07-05	2.5c.(1)	Maura Twomey Rachel Falsetti	A	D
5	Financial Allocation: five locally-administered STIP projects on the State Highway System totaling \$32,803,000. Resolution FP-07-06	2.5c.(2)	Maura Twomey Rachel Falsetti	A	D
6	Financial Allocation: nine locally-administered STIP projects off the State Highway System totaling \$3,553,000. Resolution FP-07-07	2.5c.(3)	Maura Twomey Rachel Falsetti	A	D
7	Financial Allocation: one State-administered STIP Transportation Enhancement project for \$1,050,000. Resolution FP-07-15	2.5c.(4)	Maura Twomey Rachel Falsetti	A	D

**TRIENNIAL PERFORMANCE AUDIT
OF THE
MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
For the Three Years Ended
June 30, 2006**

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**FECHTER
& COMPANY**
Certified Public Accountants

Craig R. Fechter, CPA

INDEPENDENT AUDITOR'S REPORT

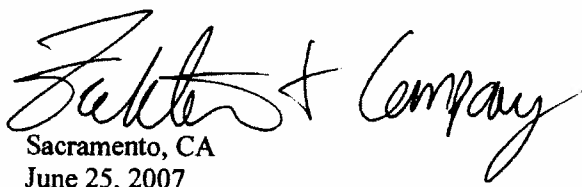
To the Board of the
Mono County Local Transportation Commission
Mammoth Lakes, California

We have conducted a performance audit of the Mono County Local Transportation Commission for the three years ended June 30, 2006. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the *Performance Audit Guidebook* as published by Cal-Trans.

The purpose of this performance audit was to evaluate the efficiency, effectiveness, and economy of the operation of the Mono County Local Transportation Commission.

This report is intended solely for the information of the Mono County Local Transportation Commission, California State Department of Transportation, and the State Controller's Office.

Fechter & Company, CPAs


Sacramento, CA
June 25, 2007

**Mono County Local Transportation Commission
Performance Audit
Three Years Ended June 30, 2006**

EXECUTIVE SUMMARY

The Mono County Local Transportation Commission is the Regional Transportation Planning Agency (RTPA) for Mono County. A performance audit is required every three years of all RTPA's receiving funds under the Transportation Development Act (TDA). This is the triennial performance audit for the three year period ended June 30, 2006.

During the course of our performance audit, we assessed the Mono County Local Transportation Commission's (Commission) compliance with applicable laws, rules, and regulations as prescribed by the Transportation Development Act, and we examined the functional areas of operations. This Executive Summary presents our findings and recommendations.

The objectives of our audit included:

- Determining compliance with TDA performance reporting requirements
- Determining efficiency, effectiveness and economy of the Commission's activities
- Developing recommendations for improving the Commission's performance

Our review of the Commission indicates that the last performance audit of the Commission was performed in 2003. During the period under audit, the Director of the Community Development department oversaw Commission activities.

Compliance Audit

Our audit was conducted under the rules and guidelines provided by the January 1998 edition of the California Department of Transportation's *Performance Audit Guidebook*. We reviewed internal as well as external reports for consistency, thoroughness and timeliness. Interviews with Commission staff were also conducted in addition to the review of various documents.

We reviewed the 14 areas of compliance as provided by the *Performance Audit Guidebook*. The results of our review are discussed on pages 7 to 11 of this report. Our review has shown that the Commission is in compliance with these TDA rules except for the following:

- The Commission has not submitted the fiscal audit report by the required due dates the past two fiscal years.

Functional Area Review

We reviewed each of the functional areas of the Commission as identified in the *Performance Audit Guidelines*.

Functional areas of the Commission along with our recommendations for improvement and suggested implementation time frames are listed below.

**Mono County Local Transportation Commission
Performance Audit
Three Years Ended June 30, 2006**

Functional Area Recommendations

Time Frame

Administration and Management

Recommendation:

We recommend that the Mono County Local Transportation Commission work closely with their independent auditors in order for timely submissions of the Mono County Transit Fund's audited financial statements. If the aforementioned is not possible, we recommend that the Commission request an extension as allowed by the Transportation Development Act.

December 31, 2007

Transportation Planning and Regional Coordination

- No recommendation

Claimant Relationships and Oversight

- No recommendations

Marketing and Transportation Alternatives

- No recommendations

Grant Applications and Management

- No recommendations

**Mono County Local Transportation Commission
Performance Audit
Three Years Ended June 30, 2006**

INTRODUCTION

This performance audit report on the Regional Transportation Planning Agency (RTPA) activities of the Mono County Local Transportation Commission (Commission) is in compliance with the State of California Public Utilities Code Section 99246. That statute requires a triennial performance audit of the Mono County Local Transportation Commission to be performed by an independent agency. The audit covers the period of July 1, 2003 through June 30, 2006.

The scope of a performance audit is significantly different than the traditional financial audit. A financial audit analyzes the fairness of information presented in the financial statements while a performance audit analyzes the performance of the activities represented in the financial statements. Performance audits are to be conducted in accordance with the efficiency, economy and effectiveness standards of the General Accounting Office's Government Audit Standards.

The economy and efficiency standards include determining the following:

- Is the entity acquiring, protecting, and using its resources economically and efficiently?
- What are the causes of inefficiencies or uneconomical practices?
- Has the entity complied with laws and regulations concerning matters of economy and efficiency?

The effectiveness standards include:

- Determining the extent to which the desired results or benefits established by the oversight body are being achieved
- Analyzing the effectiveness of organizations, programs, activities, or functions
- Verifying compliance requirements with laws and regulations applicable to the entity

Based on the general requirement of a performance audit as stated above, the particular objectives of this audit for each functional area are as follows:

- Evaluate the organizational structure, management effectiveness, and staffing levels to support the responsibilities of the Commission
- Assess the Commission's use of human resources and technology
- Review key practices to evaluate operational efficiency
- Assess the effectiveness of services and determine whether the Commission is efficiently maximizing transportation services.

**Mono County Local Transportation Commission
Performance Audit
Three Years Ended June 30, 2006**

ORGANIZATION AND STRUCTURE

The Mono County Local Transportation Commission (Commission) was created by joint resolution of the Mono County Board of Supervisors and the Mammoth Lakes Town Council. Pursuant to Government Code Section 29535, The Mono County Local Transportation Commission thus created was designated by the Secretary of Business, Transportation and Housing as the regional transportation planning agency for Mono County on October 1, 1984. Revenues due to the LRF are derived from ¼ cent of the 7.25 percent retail sales tax collected statewide. The ¼ cent is returned to the County by the State Board of Equalization according to the amount of tax collected in the County. The STA funds are derived from the statewide Sales Tax on gasoline and diesel fuel and distributed by the State Controller's Office. Other revenue sources include state and federal grants, including Rural Planning Assistance (RPA), TCSP funds and State transportation Improvement Program Project Planning and Monitoring (STIP-PPM) grants.

The Commission's primary functions include:

- Development of Regional transportation goals and objectives for Mono County.
- Administration of Transportation Development Act (TDA) funds.
- Development and implementation of the Regional Transportation Plan (RTP).
- Preparation of the annual Overall Work Program (OWP).
- Coordination and interpretation of transportation planning.
- Review and prioritize grant applications for various funding programs.

The Commission and Caltrans mutually carry out the transportation planning process for the transportation planning area in a manner that assures full compliance with State and Federal laws, as well as the guidelines prepared by Mono County, Caltrans, and the Federal Department of Transportation. The intent is to ensure that the planning decisions are reflective of, and responsive to, the partnership of the State, Federal, and local agencies.

The Commission board is composed of three members appointed by the Mono County Board of Supervisors, and three members appointed by the Mammoth Lakes Council. The appointing authority, for each regular member it appoints, may appoint an alternate member to serve in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the Commission.

The personnel for the Commission are structured as follows: The department head of the Mono County Community Development Department also serves as the Executive Director of the Transportation Commission. The Executive Director is responsible for the general administration over the Commission's activities. The Executive Director has appointed a Commission secretary whose main responsibilities include maintaining records, assist staff in preparation and dissemination of public notices, agendas, agenda packets, and other official business. The County of Mono provides other technical staff (engineering, legal and planning) services as needed.

**Mono County Local Transportation Commission
Performance Audit
Three Years Ended June 30, 2006**

ORGANIZATION AND STRUCTURE (continued)

There are several committees who assist in the administration of the Commission. The committees' structure and purpose are as follows:

Regional Planning Advisory Committee (RPAC): The RPAC consists of membership that will provide a representative cross-section of citizen interests, countywide.

Mono County Social Services Transportation Advisory Council (SSTAC): The SSTAC is an advisory committee to the Commission on matters pertaining to the transit needs of transit dependent and transit disadvantaged persons. The SSTAC's input shall be considered in and made an integral part of the Commission's "Unmet Transit Needs" hearing and findings process. The composition of the SSTAC, the terms of the SSTAC appointments and precise responsibilities of the SSTAC are found in Section 99238 of the Public Utilities Code.

**Mono County Local Transportation Commission
Performance Audit
Three Years Ended June 30, 2006**

AUDIT RESULTS

The performance audit of the Mono County Local Transportation Commission consists of three sections: a compliance review; a status of prior audit recommendations; and a functional review of the Commission.

Compliance Review

The Commission is required to follow the rules and regulations described in the Transportation Development Act (TDA) in administering the Local Transportation and State Transit Assistance Funds. The Transportation Development Act consists of two parts: the Public Utilities Code and the California Code of Regulations. These two codes outline specific compliance requirements that the Commission must follow. A review of each compliance requirement and the Commission's status with each requirement is as follows:

Summary and Results of Performance Audit Compliance

1. Public Utilities Code Section 99231 – All operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund moneys apportioned to that area.
 - ✓ There are two areas of apportionment in Mono County: Mono County and the Town of Mammoth Lakes. Apportionment is split 44% to 56%, respectively. The apportionment is based on an annual report from the Federal Department of Finance.
2. Public Utilities Code Sections 99233.3 and 99234 – The regional transportation planning agency must adopt rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.
 - ✓ The Commission has adopted a policies and procedures manual that delineates claimant procedures.
3. Public Utilities Code Sections 99238 and 99238.5 – The Regional Transportation Planning Agency (RTPA) must establish Social Services Transportation Advisory Council (SSTAC). The RTPA must ensure that there is a citizen participation process that includes at least an annual hearing.
 - ✓ The SSTAC meets on an annual basis. In order to assure public participation, the Commission advertises meetings in the local newspaper and posts notices in public places in the county.
4. Public Utilities Code Section 99244 – The RTPA must annually identify, analyze and recommend potential productivity improvements that could lower the operating costs of those operators that operate at least 50 percent of their vehicle service miles within the

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Summary and Results of Performance Audit Compliance (continued)

RTPA's jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.

- ✓ Potential productivity improvements in current transit service are reviewed on an annual basis through the unmet transit needs hearing process and informal discussions between the Inyo-Mono Transit director and the Commission Executive Director. The Commission reviews potential service changes and determines whether needs can be reasonably met.
- 5. Public Utilities Code Section 99245 – The regional transportation planning agency must ensure that all claimants to whom it allocates TDA funds submit to it and to the State Controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year.
 - ✓ The Commission is not in compliance with the requirement. The audit reports for the Mono County Transit Fund & Mammoth Lakes Transit fund have not been submitted in a timely manner during the audit period.
- 6. Public Utilities Code Sections 99246 and 99248 – The Commission must designate an independent entity to conduct a performance audit of operators and itself. For operators, the audit must include the calculation of the required performance indicators, and the audit report must be transmitted to the entity that allocates the operator's TDA monies within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds are not to be allocated to the operator for that or subsequent fiscal years until the audit is transmitted.
 - ✓ The last performance audit of the Commission was submitted to Caltrans in 2003. That audit covered the three years ended June 30, 2003.
- 7. Public Utilities Code Section 99246(c) – The Commission must submit a copy of its performance audit to the Director of the California Department of Transportation. In addition, the Commission must certify in writing to the Director, that the performance audit of operators located in the area under its jurisdiction have been completed.
 - ✓ The Commission is in compliance with this requirement.
- 8. Public Utilities Code Section 99246(d) – The performance audit of the operator providing public transportation services shall include, but not be limited to, a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of

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Summary and Results of Performance Audit Compliance (continued)

part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2

- ✓ There are no transit operators within the jurisdiction of the Mono County Local Transportation Commission that are direct claimants of local transportation funds.
- 9. Public Utilities Code Sections 99270.1 and 99270.2 – The regional transportation planning agency must establish rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.
 - ✓ There are no urbanized areas in Mono County.
- 10. Public Utilities Code Section 99275.5 – The Commission must adopt criteria, rules and regulations for the evaluation of claims filed under Article 4.5 of the TDA and the determination of the cost effectiveness of the proposed community transit services.
 - ✓ The Commission does not allocate funds under Article 4.5, Community Transit Services, and is therefore exempt from this requirement.
- 11. Public Utilities Code Sections 99310.5 and 99313.3 and Proposition 116 – State Transit Assistance funds received by the RTPA can only be allocated for transportation planning and mass transportation purposes.
 - ✓ The Commission only uses State transit Assistance funds to provide funding for transit services within Mono County.
- 12. Public Utilities Code Section 99314.3 – The amount of State Transit Assistance received, pursuant to Public Utilities Code Section 99314, by each RTPA shall be allocated to the operators in the area of its jurisdiction as prescribed by the State Controller's Office.
 - ✓ The State Transit Assistance received pursuant to PUC 99314 is allocated in the area of its jurisdiction as prescribed by the State Controller's Office.
- 13. Public Utilities Code Section 99401.5 – If TDA funds are allocated for purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the Commission will annually do the following:
 - Consult with the SSTAC established pursuant to PUC Section 99238.
 - Identify transit needs, including the following:
 - Groups who are transit –dependent or transit – disadvantaged.

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Summary and Results of Performance Audit Compliance (continued)

Adequacy of existing transit services to meet the needs of groups identified
Analyze potential alternatives to provide transportation services.

- Adopt or re-affirm definitions of “unmet transit needs” and “reasonable to meet”.
 - Identify the “unmet transit needs” and those needs that are “reasonable to meet”.
 - Adopt a finding that there are not unmet transit needs, that there are no unmet transit needs that are reasonable to meet, or that there are unmet transit needs including needs that are reasonable to meet.
 - If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation is made for streets and roads.
- ✓ The Commission’s Social Services Transportation Advisory Council participates in the annual public hearing process to review unmet transit needs prior to making any allocations for streets and roads.

14. California Code of Regulations Section 6662 – The Commission must cause an audit of its accounts and records to be performed for each fiscal year by the County Auditor or a Certified Public Accountant. The Commission must transmit the resulting audit report to the State Controller within 23 months of the end of each fiscal year and must be performed in accordance with the Basic Audit Program and Report Guidelines of the California Special Districts prescribed by the State Controller. The Audit shall include a determination of compliance with the Transportation Development Act and the accompanying rules and regulations. Financial statements may not co-mingle the state transit assistance fund, the local transportation fund, or other revenue or funds of any city, county, or other agency. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following fiscal year close.

- ✓ The Commission contracts with a Certified Public Accountant to conduct an annual fiscal and compliance audit of its funds and account groups. The audit meets the requirements of the TDA, as well as those imposed by the State Controller’s Office.

Except for the compliance issue discussed under Code Section 99245, the Mono County Local Transportation Commission appears to be in compliance with Transportation Development Act regulations.

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Summary and Results of Performance Audit Compliance (continued)

Recommendation:

We recommend that the Mono County Local Transportation Commission work closely with their independent auditors in order for timely submissions of the Mono County Transit Fund's audited financial statements. If the aforementioned is not possible, we recommend that the Commission request an extension as allowed by the Transportation Development Act.

**Mono County Local Transportation Commission
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Status of Prior Audit Recommendations

There was one performance audit recommendation from the previous performance audit performed by Bartig, Basler & Ray, CPAs:

1. We recommend that the Mono County Local Transportation Commission work closely with their independent auditors in order for timely submissions of the Mono County Transit Fund's audited financial statements. If the aforementioned is not possible, we recommend that the Commission request an extension as allowed by the Transportation Development Act.

Status:

In progress

2. We recommend that the updated policies and procedures manual contain references to the different job responsibilities assigned to the different staff who perform work for the Mono County Local Transportation Commission.

Status:

Implemented

Functional Review, Findings and Recommendations

This section reviews the various functions of the Mono County Local Transportation Commission. Following the guidelines in the Performance Audit Guidebook issued by Caltrans, the functional areas are grouped as follows:

- Administration and Management
- Transportation Planning and Regional Coordination
- Claimant Relationships and Oversight
- Marketing and Transportation Alternatives
- Grant Applications and Management

In conducting the review of each functional area, we performed the following procedures:

- Discussed with management what the Commission's policies and procedures are and how their policies and procedures affected the Commission's performance during the last three years
- Obtained or reviewed copies of pertinent documents
- Discussed Commission activities with various Commission staff

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Our findings and recommendations, by functional area, are as follows:

Administration and Management

This functional area involves the overall administration of the Commission's activities. It includes:

- Governing Board Activities
- Internal Planning and Achievements
- General Administration
- Personnel

The Commission Overall Work Program (OWP) and annual budget details the Commission's on-going activities regarding transit and transportation planning activities in Mono County. The Executive Director is responsible for managing the various projects outlined in the OWP. The auditor reviewed the OWPs from the previous three years and felt them to be sufficient for the needs of the Commission.

In accordance with state TDA law, the Commission conducts an annual transit needs assessment to identify any unmet transit needs in the Count. Public hearings are held to obtain input on transit needs. Following the hearings, the Board makes a determination as to whether or not those needs are reasonable to meet. The auditor reviewed the Commission's Unmet Transit Needs process and finds that it is compliant with TDA regulations.

Pursuant to Public Utilities Code Section 99238, the Commission has established a Social Services Transportation Advisory Council (SSTAC), which is a group of possible transit-dependent citizens of the County of Mono. This group convenes no less often than annually and is consulted in the unmet transit needs process.

The Commission is charged with administering the LTF monies allocated to claimants. They are also charged with assuring each claimant submits an annual fiscal and compliance audit and also that each transit operator submits a triennial performance audit.

The Commission has established a policies & procedures manual which outlines the responsibilities of the Commission. This was a prior performance audit recommendation. It should be noted that a great deal of time and effort was spent in producing this manual, which should help the Commission in carrying out its assigned duties.

It should be noted that the Commission provides a great deal of technical assistance to the transit provider, Inyo-Mono Transit. The Commission has also shown a great deal of creativity in the area of transportation alternatives. More specifically, recently the Commission staff has instigated a web-based ride-share program as an alternative to regular modes of transportation. Individuals residing within county boundaries may visit the Commission website and sign up for the County ride-sharing program with the website acting as an online liaison between individuals in the community. According to Commission staff this program has been a success so much so that other RTPA's are

**Mono County Local Transportation Commission
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Three Years Ended June 30, 2006
Administration and Management (continued)**

beginning to take notice and attempting to develop similar ride-sharing plans using Mono County's as an example.

The auditor feels that it is important to note that even though the Commission has not submitted their claimant audit reports to the State Controller in a timely manner, that it is not always the culpability of the Commission. Often times Mono County books will not be closed in a timely manner which will prevent the independent audit from being completed by the required deadline. Therefore, while we will recommend they work with their independent auditors in order to submit a timely report, we will concurrently recommend that the Commission take advantage of the extension which is allowed by the TDA if the Commission writes to the State Controller and requests one.

Recommendations:

1. We recommend that the Commission's policies & procedures manual include detailed job descriptions of each individual who performs services for the Commission.

Transportation Planning and Regional Coordination

This area includes short-term and long-range transportation demand projections as well as the preparation for service provision to meet those needs, and financial planning and analysis. The function also ensures that transportation providers within the Commission's region provide services without duplication. Specific functions in this area include:

- Regional Transportation Plan (RTP) development and adoption
- RTP implementation
- Information generation and distribution
- Information collection

Purpose of the RTP. RTPs are planning documents developed by RTPAs and Metropolitan Planning Organizations (MPOs) in cooperation with Caltrans and other stakeholders. They are required to be developed as per State legislation, Government Code Section 65080 et seq., of Chapter 2.5 and federal legislation, U.S. Code, Title 23, Sections 134 and 135 et seq.

The state's RTP Guidelines set forth the purpose of the RTP as follows:

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Transportation Planning and Regional Coordination (continued)**

- Providing an assessment of the current modes of transportation and the potential of new travel options within the region
- Predicting the future needs for travel and goods movement
- Identification and documentation of specific actions necessary to address the region's mobility and accessibility needs
- Identification of needed transportation improvements, in sufficient detail, to serve as a foundation for the:
- Development of the Federal Transportation Improvement Program (FTIP), the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP);
- Identification of project purpose and needs;
- Development of an estimate of emissions impacts for demonstrating conformity with the air quality standards identified in the State Implementation Plan (SIP).
- Providing a forum for participation and cooperation and to facilitate partnerships that reconcile transportation issues which transcend regional boundaries
- Involving the public, federal, State and local agencies, as well as local elected officials, early in the transportation planning process so as to include them in discussions and decisions on the social, economic, air quality and environmental issues related to transportation

Legal Requirements of the RTP. An RTP must include the following (according to the RTP guidelines published the State):

- A Policy Element – The Policy Element reflects the mobility goals, policies and objectives of the region.
- An Action Element – The Action Element identifies programs and actions to implement the RTP.
- A Financial Element – The Financial Element summarizes the cost of implementing the projects in the RTP considering a financially constrained environment.

An RTP should include the following as recommended by the California Transportation Commission:

- Executive Summary – An Executive Summary of the RTP as an introductory chapter. The Executive Summary should provide a regional perspective, and identify the challenges and transportation objectives to be achieved.
- Needs Assessment – An identification of needs to facilitate project development. Part of this assessment should be transportation performance objectives and anticipated outcomes.
- Reference to regional environmental issues and air quality documentation needs.

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Transportation Planning and Regional Coordination (continued)**

Updating the Regional Transportation Plan

According to Government Code 65080(c), each RTPA must adopt and submit, every three years beginning September 1, 2001, an updated RTP to the California Transportation Commission and Caltrans. However, a RTPA that does not contain an urbanized area may at its option adopt and submit an RTP once every four years.

Review of the Mono County Local Transportation Commission's most recent Regional Transportation Plan

The most recent RTP was prepared by the Commission in 2005. The Commission prepares the document in-house and utilizes consultants to assist in the preparation of the Plan. The auditor's review of the plan revealed no significant deficiencies and it complied with State of California RTP guidelines.

Recommendations:

None

Claimant Relationships and Oversight

This area involves the Commission's interaction with the transit operators and member agency claimants within its jurisdiction. This functional area includes:

- Technical and managerial assistance to operators
- Communication of TDA
- Reports and information received by RTPA
- TDA claim processing

In carrying out the duties of TDA administration, the Commission apportions available funding in accordance with the guidelines of the Transportation Development Act.

Recommendation:

None

Marketing and Transportation Alternatives

This functional area consists of promoting public transportation and alternative transportation within the County. The sub-functions making up this area are:

- Marketing and public relations
- Public information and transportation alternatives

**Mono County Local Transportation Commission
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Marketing and Transportation Alternatives (continued)**

The Commission assists Inyo-Mono Transit on an as-needed basis whenever the Transit System has marketing needs. The Commission advertises public meetings to assure citizen participation, however, due to the widely dispersed population, citizen participation is limited although the auditor did note that it appeared the public was widely involved with the Unmet Needs Hearings, which is a credit to the Commission.

Recommendations:

None

Grant Applications and Management

This functional area includes technical assistance to operators in the grant application process, coordination of grant applications in the region, and monitoring operator compliance with grant terms.

As the area wide clearinghouse for federal grant applications, the Commission reviews and comments on applications to assure that duplication of activities is eliminated and to assure that no conflict exists with local policies. The Commission reviews all grants submitted to the State of California by Inyo-Mono Transit.

In the past, the Commission has applied for grants to supplement their planning fund. Both Rural Planning Assistance (RPA) and State Transportation Improvement Program (STIP) grants have been received and are anticipated to keep receiving well into the future. It should be noted that the Commission has never lost a grant due to a technical error.

Recommendation:

None

Our review of the Commission indicates that there is room for improvement as indicated in the Executive Summary. However, the Commission appears to be doing an excellent job with their limited resources.

Mono County Local Transportation Commission

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SUBJECT: Grant Opportunity – State and Federal Safe Routes to School Program

The Caltrans Office of Local Assistance has requested regional agencies inform school districts within their region that a call for projects will be coming soon for the Safe Routes to School programs. The Statewide Program Coordinator in Sacramento indicates that the call should come by the end of August or early September 2007. Both a state cycle and federal cycle will be implemented this fall. Guidelines and application forms are currently in the final stages of being revised for this year's cycles. School districts are eligible to apply. Please provide this information to appropriate districts in your area.

Cycle 7 of the State "SR2S" program will have \$54 million available statewide and Cycle 2 of the Federal "SRTS" program will have \$46 million available statewide, for a combined \$100 million for both programs this coming fiscal year. School Districts are eligible to apply for funds under the Federal SRTS program.

More information will be distributed as it becomes available. Interested parties should periodically check the website (link below) for program updates. Please be advised that the existing guidelines and application form as shown on the website will be revised prior to the call for projects.

<http://www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm>

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